

# Procedures



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Reduction In Force System (RIF)

TITLE I Payroll/Personnel Manual

CHAPTER 20 Reports

SECTION 3
Reduction In Force System

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# Payroll/Personnel Manual Reports Reduction In Force System (RIF)

(reserved)

Title I Chapter 20 Section 3

#### **About This Procedure**

This procedure provides instructions for accessing and operating the Reduction In Force System (RIF). The following information will help you to use the procedure more effectively and to locate further assistance if needed.

#### **How The Procedure Is Organized**

Primary sections, page numbering, and the amendment process are described below:

**System Overview** describes what the system is used for and provides related background information.

System Access provides access security information and instructions for accessing the system.

**Operating Features** describes the system's design and how to use its operating features.

Instructions for each **submenu** and **option** are provided under a separate heading. All options on a submenu are covered before going to the next option on the main menu. The menu and option screens are presented as figures within the text.

The **Exhibits** section includes illustrations such as examples of forms, reports, and screens, or other graphic information.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 3.1, 3.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date.

If you begin receiving this procedure after it has been amended, you will receive the publication with all amendments and bulletins. Remove and insert amended pages according to the accompanying page control chart so that your procedure is current.

#### What Conventions Are Used

This procedure uses the following visual aids:

□ Messages displayed by the system are printed in *italics*. Example: The message *Delete Successful* is displayed.

- □ Field specifications are also printed in italics. Example **Number Of Copies.** (optional numeric field; 1 position). Key in the number of reports desired. If no entry is made, the system defaults to 1.
- $\square$  Data that is system generated or that you must key in exactly as shown is printed in **bold italics**. Example: Key in A.
- □ Figure, exhibit, and appendix references link figures, exhibits and appendixes with the text. These references are printed in a bold font as shown here. Example: After accessing RIF, the JCL (Job Control Language) Entry screen (**Figure 74**) is displayed.
- □ Keyboard references are printed in brackets. Example: Press [Enter]. Press [PF6].
- □ Optional actions at the end of a processing function are preceded by square bullets. Example:
  - To cancel a job, press [PF9].
- □ Important extra information is identified as a note. Example: **Note:** There is a slight delay before the next screen is displayed.

#### Who To Contact For Help

For questions about payroll/personnel policies and regulations, contact your Committee For Agriculture Payroll/Personnel System (CAPPS) representative.

For questions about NFC processing, contact the Payroll/Personnel Operations Section at the telephone number listed for your agency in Title V, Chapter 1, Bulletin 95–1, NFC Inquiry Telephone Numbers, dated May 26, 1995.

For access to the RIF system, contact your agency's ADP security officer.

For other questions about the system (including help with unusual conditions), contact Information Center personnel at **504–255–5230**.

For questions about this procedure, contact the Directives and Analysis Branch at **504–255–5322**.

# Payroll/Personnel Manual Reports Reduction In Force System (RIF)

(reserved)

Title I Chapter 20 Section 3

#### **System Overview**

The Reduction In Force System (RIF) procedure provides instructions for accessing and using RIF. This procedure also illustrates and describes each report available through RIF.

RIF is an online, report generator system that produces retention registers. Retention registers provide a list of competing employees within a competitive level who are grouped by tenure, veteran preference, and length of service augmented by performance credit. The retention registers are sorted by grade, tenure group, and service computation date (SCD) into competitive levels using the following services:

- Appointing authority within the excepted service
- Type of work schedule
- · Grade or pay band
- Occupational series
- · Pay schedule
- Supervisory code

The information on the retention registers is obtained from the Payroll/Personnel System data base to provide current and future personnel data according to user-specified selection criteria. For detailed information about retention registers, see the Code of Federal Regulations, 5 CFR 351.404.

Retention registers are categorized into three Competitive Level Codes.

- A All competitive level codes
- F Agency-selected competitive level codes
- D Agency-selected certain occupational series and grades

Each agency establishes competitive areas and competitive levels in accordance with the guidelines as they are defined in the Code of Federal Regulations. Competitive area refers to the organizational and geographical boundaries in which employees compete in a RIF. Competitive level refers to a group of positions in the same grade and classification series that have similar duties and other requirements. For detailed information about competitive areas and levels, see the Code of Federal Regulations, 5 CFR 351.402 and 3.

RIF consists of seven screens used for entry of data to produce retention registers. The remaining screens are used for viewing, printing, and canceling a report. The seven screens are:

- JCL Entry screen
- Selection Criteria (Organizational Structure) screen
- Selection Criteria (2) (Duty Station) screen
- Notice To Remove screen
- Notice To Demote screen
- Selection Criteria (3) (Competitive Level Code) screen
- Selection Criteria (4) (Occupational Series) screen.

#### **System Access**

This section provides access security information and gives specific sign-on/sign-off instructions.

#### **Security And Remote Terminal Usage**

Access security is designed to prevent unauthorized use of systems and data bases. For information about access security, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Remote Terminal Usage procedure, Title VI, Chapter 2, Section 1.

To access RIF, you must (1) have authorized security clearance and (2) use a terminal or personal computer that is connected through your telecommunications network to the mainframe computer located at NFC. For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

#### Sign-On

To sign on, connect to your telecommunications network to display the NFC banner screen (**Figure 67**) on your terminal. Then respond to the prompts as follows:

- **1** Enter User ID (required, alphanumeric field; max. of 8 positions). Key in your assigned user ID (e.g., NF999). [Tab] to the next prompt.
- **2 Password** (required, alphanumeric field; 6 to 8 positions). Key in your password. Your password is not displayed on the screen. [Tab] to the next prompt.
- **3 New Password** (alphanumeric field; 6 to 8 positions). If your current password expires, key in a new password. You may change your password at any time but not more than once a day. [Tab] to the next prompt.
- **4** Enter Application Name (required, alpha field; max. of 9 positions). Key in TSO and press [Enter]. The MS0183 screen (Figure 68) is displayed indicating logon/signon is in progress except when NFC needs to communicate special system function messages. In this case, the Electronic Access Bulletin Board is displayed.

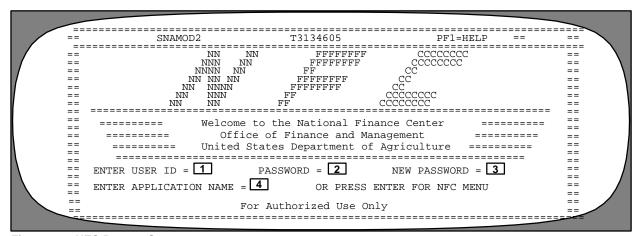


Figure 67. NFC Banner Screen

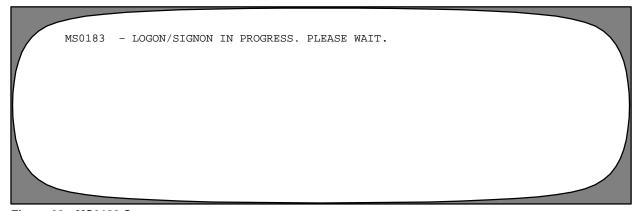


Figure 68. MS0183 Screen

Read the message(s) shown and press [Enter]. The NFC Menu (**Figure 69**) is displayed. Press [Enter] .

The MS0183 is displayed momentarily, then the Ready prompt screen (**Figure 70**) is displayed. Key in *RIF* and press [Enter]. The RIF banner screen (**Figure 5**) is displayed momentarily, and there is a slight delay before the JCL entry screen is displayed. Note: **Do not press any keys during the delay period.** 

**Note:** When signing on, before you display the system's main menu, you may select Option 8, Directives Bulletin Board, on the NFC Menu to view additional payroll/personnel related messages. (See Title VI, Systems Access Manual, Bulletin 94–1, Directives Bulletin Board, dated January 24, 1994).

Instructions for using RIF begin on page 8.

```
XX/XX/XX
            SNAMOD2
                     NFC MENU
                                T3134806
                                         15:12:50 CT
______
  SELECT ONE:
    1. PAYROLL/PERSONNEL SYSTEMS
                                                    ==
    2. FINANCIAL INFORMATION SYSTEMS
                                                    ==
    3. PROPERTY MANAGEMENT INFORMATION SYSTEMS
                                                    --
    4. ADMINISTRATIVE INFORMATION SYSTEMS
    5. DEVELOPMENT SYSTEMS <NFC ONLY>
==
    6. DATA BASE TEST SYSTEMS <NFC ONLY>
    7. MISSION ASSIGNMENT TRACKING SYSTEM <GAO ONLY>
==
                                                    ==
    8. DIRECTIVES BULLETIN BOARD
  ENTER APPLICATION NAME OR SELECTION NUMBER ==> TSO
                                          PF11 = EXIT
______
                    MESSAGE BOARD
```

Figure 69. NFC Menu

```
TSS7000I NF443 Last-Used 29 Nov 94 15:51 System=SYSB Facility=NCI
TSS7001I Count=11943 Mode=Fail Locktime=None Name=Jane Doe
NF999 LOGON IN PROGRESS AT 15:51:52 ON NOVEMBER 29, 19XX
NO BROADCAST MESSAGES
TIME-03:52:16 PM. CPU-00:00:00 SERVICE-1354 SESSION-00:00:20 NOVEMBER 29,19XX
READY
RIF
```

Figure 70. Ready Prompt Screen

```
NNNNNNN
           FFFFFFFF
                     CCCCCCC
       NN
NN
              ਸਸ
                     CC
NNNNNNNN
                      ccccc
NN
     NN
                      CC
NN
      NN
           4444444
                     CC
* PLEASE WAIT FOR THE RIF REPORT SCREEN *
```

Figure 71. Ready Prompt Screen

#### Sign-Off

To exit RIF, press [PF9] at any screen. The Confirm Cancellation screen (**Figure 72**) is displayed. Key in *Y* to cancel the job and exit the system. Press [Enter]. The RIF Session Ended screen (**Figure 73**) is displayed. Key in *bye* and press [Enter]. The NFC Menu is displayed. You are now disconnected from the system. However, you are still connected to the mainframe and may select another application from the NFC Menu.

To disconnect from the mainframe, press [PF11] or a compatible function key. The NFC banner screen is displayed. If you do not intentionally disconnect from the mainframe, you are automatically disconnected after your terminal is inactive for a short time.

**Note:** To avoid unnecessary charges, disconnect from your telecommunications network immediately after a session is terminated.

#### **Canceling A Job**

To cancel a job before it is executed, Press [PF9] at any screen. The Confirm Cancellation screen (**Figure 72**) is displayed. Key in **Y** and press [Enter]. The Ready prompt is displayed. For instructions about exiting the system, see Sign-Off instructions previously mentioned.

If you do not want to cancel the report, key in N at the Y/N prompt on the Confirm Cancellation screen. If no entry is made, the system defaults to N. Press [Enter]. The previous screen is displayed.

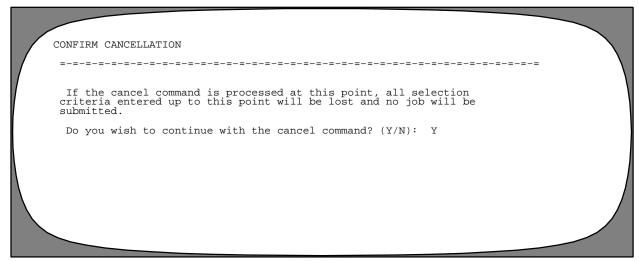


Figure 72. Confirm Cancellation Screen

```
***** RIF SESSION ENDED *****

READY
bye
NFC03 LOGGED OFF TSO AT 10:52:42 ON JANUARY 25, 1996
******
```

Figure 73. RIF Session Ended Screen

#### **Operating Features**

This section describes the system's basic operating features and provides instructions for using the system.

#### System Design

The JCL Entry screen displays first when RIF is accessed. This screen must be completed to produce a RIF or retention register. Completion of the remaining screens depends on the competitive level code entered. All screens are displayed though completion may not be required. You must scroll forward to display the screen for the competitive level entered. RIF does not allow reverse scrolling. If you inadvertently bypass a required screen, press [PF9] to cancel the job (see <u>Canceling a Job</u>). At the Ready prompt key in RIF to display the JCL Entry screen.

#### **System Edits**

All entries in the system are subject to front-end system edits. If an error occurs or if required data is omitted, an edit message is displayed at the bottom of the screen. All errors must be corrected before the data base is updated.

#### **Help Screens**

Help screens are available for all entry fields displayed on the screens. To obtain a Help screen, press [PF5]. The Help screen is displayed and provides a description of the field either in narrative format or by listing the valid entry codes. Press [Enter] to return to the previous screen.

#### **Function Keys**

Your keyboard includes:

- Program function keys ([PA], [PF], [F], etc.), used to execute functions and display specific screens in the system
- Other function keys ([Enter], [Clear], etc.)

For instructions on your equipment usage, see the manufacturer's operating guide or consult your agency ADP staff.

The special functions of these keys in RIF are displayed at the top of each screen. Descriptions are provided below:

#### Key Functions

PF5

Used to display a Help screen.



Used to cancel the report request.



Used to process data and to scroll forward.



Used to move the cursor from one field to the next.



Used to move the cursor to the left from position to position within a field.



Used to move the cursor up from line to line.

Used to move the cursor down from line to line.



Used to move the cursor to the right from position to position within a field.

#### **RIF Menu**

After accessing RIF, the JCL (Job Control Language) Entry screen (**Figure 74**) is displayed. RIF consists of seven screens used for entry of data to produce RIF and retention registers. The remaining screens are used for viewing, printing, and canceling a report. Each RIF screen is defined below.

**JCL Entry Screen** (**Figure 74**). Used to establish the JCL requirements for the report.

Selection Criteria (Organizational Structure) Screen (Figure 75). Used to specify the appropriate organizations to be included in the report.

Selection Criteria (2) (Duty Station) Screen (Figure 76). Used to specify the appropriate geographic area of the report.

**Notice To Remove Screen (Figure 77).** Used to enter the social security numbers of employees who have received a Notice of Decision to Remove based on an unacceptable performance.

**Notice To Demote Screen (Figure 78).** Used to enter the social security numbers of employees who have received a Notice of Decision to Demote.

Selection Criteria (3) (Competitive Level Code) Screen (Figure 79). Used to enter competitive level codes. This code identifies positions so alike as to be interchangeable during a reduction-in-force.

Selection Criteria (4) (Occupational Series) Screen (Figure 80). Used to enter the competitive levels in terms of occupational series and grade.

Entry instructions for each screen are provided below.

*Entering Data At The JCL Entry Screen.* At the JCL Entry screen (**Figure 74**), complete the fields as follows:

1 User Identification (required, alphanumeric field; max. of 15 positions). Key in the user's name or other information to identify the report destination.

**2 Printer** (required, alphanumeric field; max. of 16 positions). Key in the printer identifier where the report is to be printed.

**3 System Output Class** (required, alpha field; *I position*). Key in *A* to generate a hard copy at the designated printer or *X* to hold output for viewing at the terminal.

**Note:** To view a report at the terminal in the Interactive System Productivity Facility (ISPF), you must change the job name at the Jobname prompt on the JES-Master Selection Panel screen to *RIFR05* for U.S. Department of Agriculture users, *RIFR07* for the Department of the Treasury users, and *RIFR06* for all other users. For instructions on viewing a report before printing, see the ISPF procedure, Title VI, Chapter 2, Section 2.

4 Number of Copies (optional, numeric field; 1 position). Key in the number of copies needed (1–5). If no entry is made, the system defaults to 1.

After completing the applicable fields, press [Enter]. The Selection Criteria (Organizational Structure) screen (**Figure 75**) is displayed.

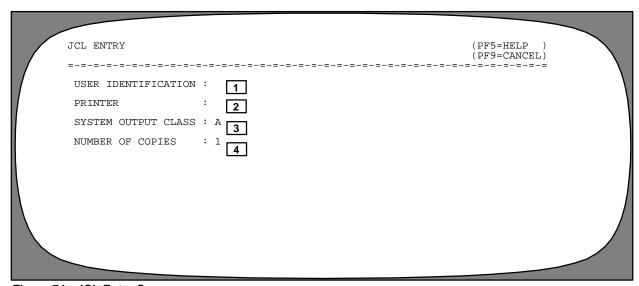


Figure 74. JCL Entry Screen

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Entering Data At The Selection Criteria (Organizational Structure) Screen. At the Selection Criteria (Organizational Structure) screen (Figure 75), complete the applicable fields as follows:

**1 Request Number** (*optional*, *alphanumeric field; max. of 3 positions*). Key in the applicable report request number. This number is assigned by the agency and can be used to monitor the retention register requests.

**2** Supervisory Sort (Y/N) (required, alpha field; I position). Key in Y to request that the report be sorted by the position supervisory code; key in N to indicate that the report not be sorted by the position supervisory code. If no entry is made, the system defaults to N.

**3** As Of Date (required, numeric field; 6 positions). Key in the effective date (MMDDYY) of the RIF. The register will project the data at that time, adjusting for conversion to career status, and not-to-exceed dates associated with details, temporary appointments, and temporary promotions.

**4 Freeze Date** (*optional, numeric field; 6 positions*). Key in the cutoff date (MMDDYY) for selection of performance evaluation data if the date is different from the RIF As Of Date field. If no entry is made, the system defaults to the RIF as of date.

**5** From (required, numeric field; 18 positions). Key in the beginning organizational structure code. A maximum of 10 organizational structure codes may be entered. Note: All or part of the organizational structure code may be entered. At least the first level of an organizational structure code is required. Trailing zeros need not be entered.

**6** To (optional, numeric field; 18 positions). Key in the ending organizational structure code to specify a range of organizations or leave blank to specify an individual organization. A maximum of 10 organizational structure codes may be entered.

After completing the applicable fields, press [Enter]. The Selection Criteria (2) (Duty Station) screen (**Figure 76**) is displayed.

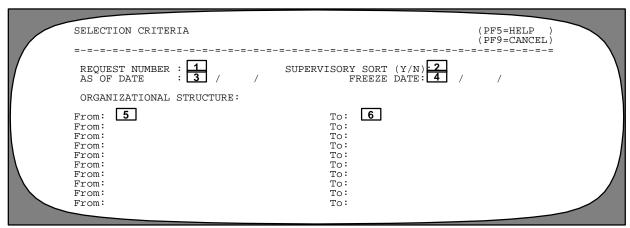


Figure 75. Selection Criteria (Organizational Structure) Screen

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Entering Data At The Selection Criteria (2) (Duty Station) Screen. At the Selection Criteria (2) (Duty Station) screen (Figure 76), complete the applicable fields as follows:

**1 Submitting Office Number** (*optional, numeric field; 4 positions*). Key in the submitting office number (personnel office identifier).

**2 Standard Metro Statistical Are**a (*optional*, *numeric field*; 4 *positions*). Key in the standard metropolitan statistical area code. For valid codes, see Table Management System (TMGT) Table 026, Standard Metropolitan Statistical Area.

**3 Special Competitive Area** *(optional, numeric field; 2 positions)*. For use by Department of Commerce only. Key in the agency-assigned character that identifies the competitive area. To limit your report to a certain competitive area within a larger geographical area, key in the competitive area code.

**4** From (optional, numeric field; max. of 9 positions). Key in the beginning duty station(s) to be included in the report. All or part of the duty station may

be entered. The minimum entry is the state code. A maximum of 5 entries may be made.

**5 To** (optional, numeric field; max. of 9 positions). Key in the ending duty station(s) to specify a range of duty stations or leave blank to specify an individual duty station.

**6 Competitive Level Code** (A/F/D) (*required*, *alpha field*; *1 position*). Key in *A*, *F*, or *D* according to the type of information desired on the report. Valid values are:

- A All competitive level codes
- F Agency-selected competitive level codes
- D Agency-selected certain occupational series and grades
- If *A* is entered, the Notice To Remove screen (**Figure 77**) is displayed.
- If *F* is entered, the Selection Criteria (3) (Competitive Level Code) screen (**Figure 79**) is displayed.
- If **D** is entered, the Selection Criteria (4) (Occupational Series) screen (**Figure 80**) is displayed.

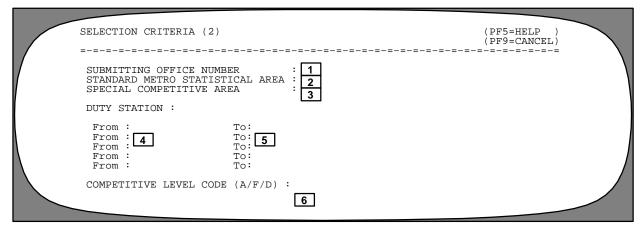


Figure 76. Selection Criteria (2) (Duty Station) Screen

Entering Data At The Notice To Remove Screen. If A is entered at the Competitive Level Code field on the Selection Criteria (2) (Duty Station) screen, the Notice To Remove screen (Figure 77) is displayed. Complete the applicable fields as follows:

**Social Security Numbers** (required, numeric field; 9 positions). Key in the social security number (SSN) of employees who have received a Notice of Decision to Remove based on an unacceptable performance. A

maximum of 20 SSN's may be entered. **Note:** The system will not list these employees in the competitive level retention registers, but on a separate page at the end of the report.

After completing the fields, press [Enter]. The Notice To Demote screen (**Figure 78**) is displayed

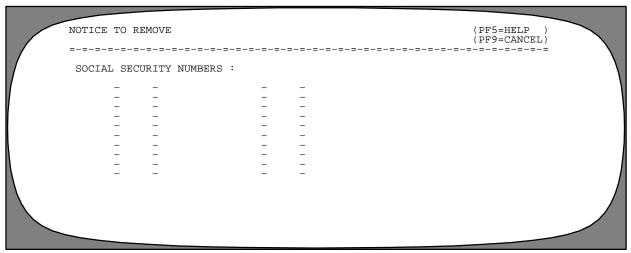


Figure 77. Notice To Remove Screen

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**Entering Data At The Notice To Demote Screen.** At the Notice To Demote screen (**Figure 78**), complete the applicable fields as follows. Complete all fields before pressing [Enter].

**Note:** For help in completing these fields, see Title I, Payroll/Personnel Manual, Chapter 3, Position Management System (PMSO).

- 1 Social Security Number (required, numeric field; 9 positions). Key in the social security numbers of employees who have received a Notice of Decision to Demote. Note: The system will list these employees on the competitive level retention register for the position they are demoted to.
- **2 Master Record** (*required*, *alphanumeric field; 6 positions*). Key the master record number assigned by the agency.
- **3 Grade** (required, numeric field; 2 positions). Key in the master record grade level. If the grade is a single digit (1-9), it must be prefixed with a  $\theta$  (zero).
- **4 Individual Position** (*required*, *alphanumeric field*; 8 *positions*). Key in the individual position number assigned by the agency.
- **5 Pay Plan** (required, alphanumeric field; 2 positions). Key in the applicable pay plan. For valid pay plans, see TMGT Table 025, AD–350 (Personnel Block and Description).
- **6** Occupational Series (required, numeric field; 4 position). Key in the applicable occupational series

code. For valid occupational series codes, see TMGT Table 018, Occupational Series Alpha Description.

- **7 Competitive Level** (*required*, *alphanumeric field; 4 positions*). Key in the competitive level of the position. This field identifies positions so alike as to be interchangeable during a reduction-in-force.
- **8** Organizational Structure (required, numeric field; 4 positions). Key in the first four levels of the organizational structure code for the position the employee is being demoted to. For a list of valid codes, see TMGT Table 005, Agency Organizational Structure.
- **9 Duty Station** (required, alphanumeric field; 9 positions: state=2, city=4, county=3). Key in the state, city, and county codes for the position the employee is being demoted to. See the GSA Worldwide Geographic Location Code Guide for valid location codes. If the position is located outside of the fifty states, key in the 2-digit alpha country code in the state portion of the field and 3 zeros (000) in the county position of the field. For a list of valid codes, see TMGT Table 016, Geographical Location Codes With Names. If the geographical locator code is not found, contact the appropriate agency personnel for assistance.

After completing the fields, press [Enter]. The Notice To Demote screen is displayed again for entry of another social security number. A maximum of 50 SSN's may be entered. If there are no other SSN's, press [Enter]. The RIF Session Ended screen (**Figure 73**) is displayed. Key in *bye* and press [Enter].

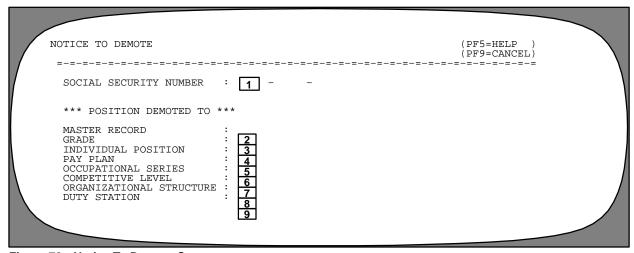


Figure 78. Notice To Demote Screen

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Entering Data At The Selection Criteria (3) (Competitive Level Code) Screen. If F is entered at the Competitive Level Code field on the Selection Criteria (2) (Duty Station) screen, the Selection Criteria (3) (Competitive Level Code) screen (Figure 79) is displayed. Complete the field as follows:

**Competitive Level Code** (*required*, *alphanumeric field*; *max. of 4 positions*). This code identifies positions so alike as to be interchangeable during a reduction-inforce. Key in up to 10 agency-assigned competitive

level codes. Press [Tab] if less than 4 positions are used. Press [Enter].

The Notice to Remove screen (**Figure 77**), is displayed. If there are no SSN's, press [Enter]. The Notice to Demote screen (**Figure 78**) is displayed. If there are no entries, press [Enter]. The report selection is complete. The RIF Session Ended screen (**Figure 73**) is displayed. Key in *bye* and press [Enter].

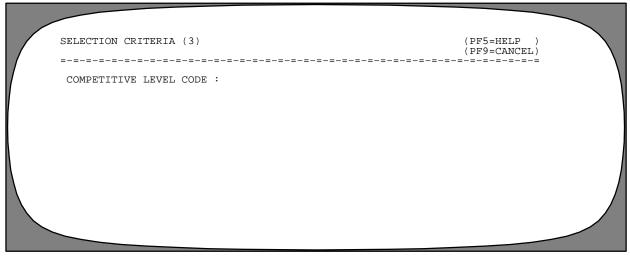


Figure 79. Selection Criteria (3) (Competitive Level Code) Screen

Entering Data At The Selection Criteria (4) (Occupational Series) Screen. If D is entered at the Competitive Level Code field on the Selection Criteria (2) (Duty Station) screen, the Selection Criteria (4) (Occupational Series) screen (Figure 80) is displayed. Complete the applicable fields as follows:

#### **Occupational Series**

**Trom** (required, numeric field; 4 positions). Key in the beginning occupational series code. A maximum of 10 occupational series codes may be entered.

**2 To** (required, numeric field; 4 positions). Key in the ending occupational series code to specify a range of occupations or leave blank to specify an individual occupation. A maximum of 10 occupational series codes may be entered. **Note:** 0000 is not a valid entry.

#### Grade

**3** From (required, numeric field; 18 positions). Key in the beginning grade. A maximum of 10 grades may be entered.

**4 To** (required, numeric field; 18 positions). Key in the ending grade to specify a range of grades or leave blank to specify an individual grade. A maximum of 10 grades may be entered.

After completing the fields, press [Enter]. The Notice To Remove screen (**Figure 77**) is displayed. If there are no SSN's, press [Enter]. The Notice to Demote screen (**Figure 78**) is displayed. If there are no entries, press [Enter]. The report selection is complete. The RIF Session Ended screen (**Figure 73**) is displayed. Key in *bye* and press [Enter].

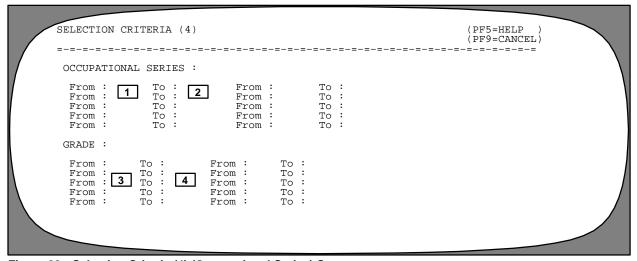


Figure 80. Selection Criteria (4) (Occupational Series) Screen

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**Exhibits** 

# Payroll/Personnel Manual Reports Reduction In Force System (RIF)

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Exhibit 1

# Competitive Level Retention Register For Competing (And Non-Competing) Employees (Competitive Level A)

Report Number: RIFR0501

**Brief Description:** Provides a list of competing and non-competing employees in order of seniority for purposes of reduction-in-force. This report includes all competitive level codes and is sorted by department, agency, geographic code, headquarter/field

code, competitive area, duty station, position status-CSC, appointing authority, tour-of-duty, grade, series, pay plan, competitive level code, supervisory code (optional sort), tenure group, veterans preference, and SCD RIF date.

	NO: RIFR0501	COMP	ETITIVE LEV		TION REGISTER FOR COMP	ETING EMPLOYEES	RUN DATE XX/XX/XX P.	AGE: 00001
					AS OF XX/XX/XX			
	OF FINANCE & MGT.							
COMPETI	TIVE SERVICE				FULL-TIME			
I	PERFORMANCE APPT		PAY PLAN	COMP LV	L NAME	ID NO	ORGANIZATION CODE	
TENURE	ADJUSTED LIMIT	SUPV	SERIES	OFFI	CIAL TITLE	MASTER MR	ORGANIZATION DESCRIPTION	N
GROUP	SCD-RIF (CONV DATE)	CODE	GRADE	SCD-RIE	PERS RTGS CD-MO/YR	INDIVL IP	DUTY STATION CITY AND S	TATE H/F
1B	10/23/63	8	GS 1084 05	5 43	JOHN DOE	S80036	90 00 20 0020 15 00	
					/IS INF SPECLST	00005484		
				10	)/23/75 F-12/88 F-12/87	P-03/89		
			COMPET	ITIVE LEV	VEL REGISTER FOR NON-CO	MPETING EMPLOYEES		
* 08	01/16/90	8	GS 1084 05	5 43 N	MARY JANE	S89067	90 00 20 0020 15 00	
				7	IS INF SPECLST	00007912		
				(	00/00/00			
* EN	IPLOYEE ON DATE, HOURS	,DAYS						
	DOLLAR LIMITED APPNT							

# Payroll/Personnel Manual Reports Reduction In Force System (RIF)

Exhibit 2

# Report Of Items Used In Selection Of RIF Registers

(Competitive Level A)

Report Number: RIFR0504

**Brief Description:** Provides a summary of the social security numbers of employees who received a notice of decision to demote or remove. This report includes all competitive level codes and is

summarized by organizational structure levels, competitive level, occupational series, grade, special competitive area (optional sort), and geographic location for each POI.

REPORT NO: RIFR0504	REPORT OF ITE		SELECTION OF RIF REGIST XX/XX/XX	FERS RUN DATE	XX/XX/XX
COMPET	I T I V E A R E A		C O M P	ETITIVE LEVEL	1
			COMPETITIVE	OCCUPATIONAL	
ORGANIZ.	ATIONAL STRUCTURE		LEVEL	SERIES	GRADE
FROM USED	TO	USED	USED	FROM TO USED	FROM TO
90 00 20 0020:		YES	ALL YES		
	SON NO: 531	7 YES	N O T I C E T	O REMOVE	
	SMSA NO: SPEC-COMP-AREA 1		SS NO. USED	SS_NOUSED	
	SPEC-COMP-AREA 2				
	GEOGRAPHIC LOCATION FROM TO				

Title I Chapter 20 Section 3

Exhibit 3

# Competitive Level Retention Register For Competing (And Non-Competing) EmployeesJ)

(Competitive Level F)

Report Number: RIFR0501

**Brief Description:** Provides a list of competing and non-competing employees in order of seniority for purposes of reduction-in-force. This report includes agency-selected competitive level codes and is sorted by department, agency, geographic code,

headquarter/field code, competitive area, duty station, position status-CSC, appointing authority, tour-of-duty, grade, series, pay plan, competitive level code, supervisory code (optional sort), tenure group, veterans preference, and SCD RIF date.

00001	COMPETITIVE DEVEL REI	ENTION REGISTER FOR COMPETING	EMPLOYEES	RUN DATE XX/XX/XX	PAGE:
		AS OF XX/XX/XX			
FFICE OF FINANCE & MGT.					
OMPETITIVE SERVICE		FULL-TIME			
PERFORMANCE APPT ENURE ADJUSTED LIMIT	PAY PLAN COMP I	LVL NAME ICIAL TITLE	ID NO MASTER MR	ORGANIZATION CODE ORGANIZATION DESCRIP	rion
ROUP SCD-RIF (CONV DATE)	CODE GRADE SCD-R	IF PERS RTGS CD-MO/YR	INDIVL IP	DUTY STATION CITY AND	STATE
1B	8 GS 0335 07 0009	JACK P. DOE	S86054	90 10 10 0020 15 20	0
		00/00/00 F-12/87 S-12/86 F-0	7/86		
1B 07/17/61	8 GS 0335 07 0009	JAMES DOE	S86054	90 10 10 0020 15 10	
		COMPR ASST 07/17/77 S-12/87 S-12/86 S-1	00006516 .2/88		
1B 07/17/61	8 GS 0335 07 0009	BETTY JANE	S86054	90 10 10 0020 15 10	
		COMPR ASST 10/06/78 S-12/87 S-12/86 S-1			
		COMPR ASST 07/17/77 S-12/87 S-12/86 S-1 BETTY JANE COMPR ASST	00006516 .2/88 .886054 .0006516		

# Payroll/Personnel Manual Reports Reduction In Force System (RIF)

Exhibit 4

# Report Of Items Used In Selection Of RIF Registers

(Competitive Level F)

Report Number: RIFR0504

**Brief Description:** Provides a summary of the social security numbers of employees who received a notice of decision to demote or remove. This report includes agency-selected competitive level

codes and is summarized by organizational structure levels, competitive level, occupational series, grade, special competitive area (optional sort), and geographic location for each POI.

EPORT NO: RIFR0504	REPOR		SELECTION OF RIF REGIS	TERS RUN DATE	XX/XX/XX
COMPE	TITIVE AREA		СОМР	ETITIVE LEVEI	
			COMPETITIVE	OCCUPATIONAL	
ORGANI LEVEL	ZATIONAL STRUCTURE		LEVEL	SERIES	GRADE
FROM USED	TO	USED	USED	FROM TO USED	FROM TO
90 00 20 0020:		YES	ALL YES		
	SON	NO: 5317 YES	NOTICE T	O REMOVE	
	SMSA	NO:			
	SPEC-COMP-ARE.		SS.NO. USED	SS.NO. USED	
	GEOGRAPHIC L	OCATION			
	FROM	TO			

Title I Chapter 20 Section 3

Exhibit 5

# Competitive Level Retention Register For Competing (And Non-Competing) Employees

(Competitive Level D)

Report Number: RIFR0501

**Brief Description:** Provides a list of competing and non-competing employees in order of seniority for purposes of reduction-in-force. This report includes agency-selected occupational series and grade and is sorted by department, agency, geographic code,

headquarter/field code, competitive area, duty station, position status-CSC, appointing authority, tour-of-duty, grade, series, pay plan, competitive level code, supervisory code (optional sort), tenure group, veterans preference, and SCD RIF date.

REPORT NO: RIFR0501	COMPETITIVE LEVEL RETENTION REGISTER FOR	
REPORT NO: RIFRUSUI	AS OF XX/XX/XX	COMPETING EMPLOYEES RUN DATE XX/XX/XX PAGE: 00000
OFFICE OF SECRETARY COMPETITIVE SERVICE	FULL-TIME	
PERFORMANCE APPT	PAY PLAN COMP LVL NAME SERIES OFFICIAL TITLE	ID NO ORGANIZATION CODE
GROUP SCD-RIF (CONV DATE)	GRADE SCD-RIF PERS RTGS CD-MO/YR	INDIVL IP DUTY STATION CITY AND STATE H/F CD
1B	GS 0201 11 043 JAN E DOE	04301A 51 15 01 1800 00 00
	PERS MGMT SPECLST 11/24/75 C-09/87 F-05/86	OA

# Payroll/Personnel Manual Reports Reduction In Force System (RIF)

Exhibit 6

# Report Of Items Used In Selection Of RIF Registers

(Competitive Level D)

Report Number: RIFR0504

**Brief Description:** Provides a summary of the social security numbers of employees who received a notice of decision to demote or remove. This report includes agency-selected occupational series and grades and is summarized by organiza-

tional structure levels, competitive level, occupational series, grade, special competitive area (optional sort), and geographic location for each POI.

EPORT NO: RIFR0504	REPORT OF		ELECTION OF RIF REGIST X/XX/XX	TERS RUN DATE	XX/XX/XX
COMPE	TITIVE AREA		C O M P	ETITIVE LEVE	L
			COMPETITIVE	OCCUPATIONAL	
ORGANI LEVEL	ZATIONAL STRUCTURE		LEVEL	SERIES	GRADE
FROM	TO	USED	USED	FROM TO USED	FROM TO
90 00 20 0020:		YES	ALL YES		
		5317 YES	NOTICET	OREMOVE	
	SMSA NO: SPEC-COMP-AREA 1 SPEC-COMP-AREA 2		SS NO USED	SS NO USED	
	GEOGRAPHIC LOCAT	ION			
	FROM	TO			

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